

## Updated Guidance on SEVIS Maintenance, Summer Work Travel Program

This document provides guidance to sponsors with respect to recent changes implemented in SEVIS Release 6.13 on May 24, 2013. This updates, but does not supersede, guidance issued on updating sites of activity in the current Guidance Directive 2013-1, Summer Work Travel – SEVIS Maintenance.

The Department of State made several updates to SEVIS to more easily identify information necessary to the Summer Work Travel Program. These updates relate specifically to the Site of Activity (SOA) fields. In order to remain in compliance with SEVIS reporting and Form DS-2019 issuing requirements, and to provide timely, accurate, and complete information to the Department, sponsors should implement the following changes at the following times: for records in Initial status, when a sponsor validates the program; and, for records in Active status, when a sponsor updates the SOA fields:

### Duplicate Site of Activity Names

Prior to Release 6.13, if an exchange visitor was working at more than one location of the same employer, sponsors would be required to enter unique names to distinguish an exchange visitor's sites of activity. For example, if the exchange visitor worked at two ABC Restaurant locations, the sponsor needed to distinguish the two placements in SEVIS by adding additional information such as the street name (i.e., the first site would be entered as "ABC Restaurant – Main Street" and the second site would be entered as "ABC Restaurant – Foster Drive.") SEVIS Release 6.13 allows the sponsor to enter both sites as "ABC Restaurant."

Sponsors may use the same employer name in multiple SOAs on an exchange visitor's SEVIS record so long as the employer name is distinguished by different street addresses. SEVIS still requires sponsors to identify the location at which an exchange visitor is located most of the time as the primary SOA.

Primary Site of Activity	Site of Activity	Address	Remarks	Site of Activity ID
<input checked="" type="radio"/>	ABC RESTAURANT	123 MAIN STREET WASHINGTON, DC 20001	CASHIER, POC: MARY JONES, POC PHONE: 202.123.4567	54384
<input type="radio"/>	ABC RESTAURANT	4567 FOSTER DRIVE WASHINGTON, DC 20001	COOK, POC: JOHN SMITH, POC NUMBER: 202.456.7890	54572

### Print Site of Activity Name on Form DS-2019

The host employer name for the primary SOA now prints on the Form DS-2019. As a result, sponsors should no longer enter the SOA name in the Address Line 1 field. Instead, sponsors should input into the Address Line 1 field the street address of the employer (e.g., 123 Main Street), which was previously required in the Address Line 2 field. Sponsors should use the Address Line 2 field for other identifying information (e.g., third floor, suite 100, as necessary) and should input the city, state and zip code information in their respective fields.

Edit Site of Activity  
Required fields are marked with an asterisk (\*).

1.\* Site of Activity:  
Site of Activity ID:

ABC RESTAURANT  
54384

2. Site of Activity Address:

\* Address 1:  
\* Address 2:  
\* City:  
\* State:  
\* Zip Code:

123 MAIN STREET  
  
WASHINGTON  
DISTRICT OF COLUMBIA  
20001 -

3.Remarks:

CASHIER, POC: MARY JONES, POC PHONE: 202.123.4567

Update Site of Activity

Reset Values

Cancel

Here are a few reminders to Summer Work Travel sponsors when using SEVIS:

#### Site of Activity Remarks

The Department underscores the importance of using the SOA Remarks field. Sponsors should input the following information into that field: the exchange visitor's job title, the point of contact at the host employer work site, and a current and active phone number for the point of contact. See screenshot above for an appropriate example.

#### "Edit" vs. "Add"

The Department reminds sponsors of the SEVIS functionality of "edit" versus "add" for updating SOAs. If there is an error in the address, use the "edit" function to correct the record (e.g., 123 Main Street as opposed to 1234 Mane Street). Use the "add" function to add an additional active SOA or to change the content of a current SOA (e.g., an exchange visitor has a second job at Big Burger on 1234 Elm Street, or an exchange visitor leaves the ABC Restaurant and is now "seeking employment"). SEVIS still requires sponsors to identify a primary SOA.

#### Exchange Visitor E-mail Address

SEVIS records the exchange visitor's email address on the biographical information page of the exchange visitor's profile. Please make certain this information is accurate and current so the Department can contact the exchange visitor in the event of an emergency.

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#### **11. Email Address:**